



## **CASH MANAGEMENT SPECIALIST**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of complex professional level duties involving the City's cash management and investment programs; to monitor, analyze and interpret investment portfolio performance and make decisions regarding asset allocation and optimal investment instruments; to develop, implement and ensure compliance with City-wide cash handling and cash collection procedures; and to performs financial analysis and accounting functions.

### **Supervision Received and Exercised:**

Receives direction from the Accounting Administrator or from other supervisory or management staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop and implement a program to ensure City-wide compliance with established cash handling and cash collection procedures; schedule and perform departmental reviews for compliance with established procedures.
- Provide guidance and support to various levels of management and staff throughout the City with regards to cash handling and related issues, and provide training to departmental personnel in appropriate cash handling and cash collection techniques.
- Develop policies, procedures, internal controls and cash flow projection models to maximize investment opportunities and ensure safety and liquidity in the portfolio; develop, monitor, analyze and interpret investment portfolio performance reports and make decisions regarding asset allocation and investment instruments in accordance with the City's investment policy.
- Develop policies, procedures and internal controls for effective and efficient investment of temporarily idle City funds; review the investment portfolio and cash flow forecast on an ongoing basis to determine opportunities for increasing interest income by investing in authorized instruments.

*Effective May 1994*

*Revised July 1999*

*Revised November 2001 (range adj due to market)*

*Revised July 2004 (job responsibilities update)*

## CITY OF TEMPE

### Cash Management Specialist (continued)

- Implement new investment techniques and opportunities for increasing revenue by keeping abreast of fixed income bond market and current economic conditions; analyze and interpret investment portfolio performance results and revise asset allocations.
- Maintain efficient operation and control of the investment portfolio utilizing the computerized portfolio management systems; prepare and monitor the interest income revenue forecast; develop and maintain cash flow forecasts for all operating, debt service and capital project funds of the City.
- Coordinate all banking functions as the bank liaison for the City.
- Prepare accounting journal entries to record investment activity, fund allocations, state shared revenue, property tax revenue, and other financial transactions.
- Perform analysis and prepare financial statements for City operated Enterprise Fund services and prepare reports with rate recommendations for consideration by management and the City Council.
- Review, analyze and monitor financial aspects of City contracts and agreements.
- Reconcile investments to the general ledger; reconcile trust bank accounts to the general ledger; maintain excise tax bond records; coordinate all debt service payments with the bank.
- Maintain ongoing contact with outside entities such as banks, bond brokers, trust companies, State Treasurer's office, and Local Government Investment Pool as regards investment related matters, including participation on the local government advisory committee, if invited by the State Treasurer.
- Interpret and apply GASB and other governmental regulations relating to the investment of City funds.
- Help implement and maintain new or existing financial accounting systems needed to report and monitor investment income and activity.
- Seek to optimize investment opportunities and minimize daily bank balances through daily estimation of cash balances via electronic spreadsheets and on-line banking software.
- Prepare quarterly investment and cash management status reports for distribution to City management and the City Council.
- Make recommendations and implement policies with regard to the City's system of internal controls with emphasis on cash management.

*Effective May 1994*

*Revised July 1999*

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**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Three years of professional accounting, cash management or investment portfolio management experience, preferably in a municipal or government environment.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, economics or related field.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 1853**

**Salary Range: 36**

**FLSA: Exempt**